

## LEGAL OFFICE ASSISTANT II

**PURPOSE:** The Legal Office Assistant II functions as a legal secretary and provides office support services to Assistant City Attorneys.

### ESSENTIAL FUNCTIONS:

- Perform legal secretarial work including the typing, transcribing, preparation, copying and/or processing of legal documents, briefs, pleadings, correspondence, opinions, ordinances, resolutions, bonds, contracts and agreements.
- Update Ordinance books, and other miscellaneous clerical duties such as photocopying, filing etc.
- Provide back-up clerical services to other legal sections as needed, back-up receptionist and perform other duties as assigned.

*Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990.*

### MINIMUM REQUIREMENTS:

- Minimum of four years of clerical experience which includes at least two years of experience in a law office performing duties related to this position.  
*NOTE: Legal secretarial training or other legal or law office experience or training may be substituted for experience for up to one year of the secretarial experience. However, all qualified candidates must have law office clerical experience.*
- Able to type a minimum of 65 WPM.
- Residency in the City of Milwaukee within six months of appointment and throughout employment.

### KNOWLEDGE, SKILLS, ABILITIES, AND OTHER CHARACTERISTICS:

- Knowledge and familiarity with legal forms, documents and citations, as well as legal procedures and proceedings.
- Ability to type and transcribe complex legal documents accurately.
- Good word processing skills.
- Ability to work with others.
- Ability to work efficiently in a fast-paced environment under tight timelines and deadlines.

**THE CURRENT SALARY (PR 437) IS:** \$34,421 to \$39,570 annually with excellent benefits. Recruitment is normally at the beginning of the pay range.

**THE SELECTION PROCESS** will be job related and will consist of one or more of the following: training and experience evaluation; written, oral or performance examinations; or other assessment methods. The Department of Employee Relations reserves the right to call only the most qualified candidates to oral and performance examinations. Oral examinations may include written exercises. Selection process component weights will be determined by further analysis of the job. The examination will be held as soon as practical after **November 27, 2009**. Receipt of applications may be discontinued at any time after this date without prior notice. However, if a sufficient number of candidates are not available, recruitment will be continued until the needs of the City are met. Qualified applicants will be notified of the date, time and place of the examination.